

# MALAYSIA INVOICING REQUIREMENTS

Ericsson only makes payments against valid original invoices. Not complying with the requirements below could result in a delay of payment or rejection of invoice.

## INVOICE REQUIREMENTS

To ensure quality postings and on-time payment, invoices and credit notes received must have the following information:

### SUPPLIER INFORMATION:

- › Supplier Name
- › Supplier Address
- › Supplier's VAT/ registration number
- › Supplier's telephone number, contact person and email address
- › Bank information

### ERICSSON INFORMATION

- › Ericsson legal entity and Invoice address as stated in the purchase order
- › Ericsson TAX registration number
- › Ericsson purchase order number (one purchase order per invoice)

### CONTENT INFORMATION

- the words "credit note" or "debit note " in a prominent place;
- the invoice serial number;
- the date of the invoice or credit note;
- the name, address and identification number of the registered person;
- a description sufficient to identify the taxable goods or services provided;
- any discount offered;
- the total amount payable excluding sales and service tax, the rate of sales and service tax and the total sales and service tax chargeable shown as a separate amount;

- the total amount payable inclusive of total sales and service tax chargeable; and
- any amount expressed in a currency other than ringgit shall also be expressed in ringgit at the selling rate of exchange prevailing in Malaysia at the time when the taxable sales and services are provided.
- For credit note, the number and date of the invoice issued for the taxable goods or services.
- Foreign supplier must insert the following information for services rendered:
  - a) Services performed in Malaysia; or
  - b) Services performed outside of Malaysia

#### IMPORTANT NOTES

- › To facilitate efficient processing, please ensure that the following are submitted together with the invoice:
  - a. Purchase Order copy
  - b. Signed copy of the Certificate of Completion / Job Completion - (Two signatures are required – Implementation Manager and Project Manager)
- › Local Suppliers must send original invoice copies to the Ericsson Office, unless invoice automation is implemented i.e ERS, EDI.

**Mailing Address** (where invoices need to be sent for processing):

**For Pdf e-invoicing:**

**ECM:** [pdf.invoice.ecm.2486.831@ericsson.com](mailto:pdf.invoice.ecm.2486.831@ericsson.com)

**HQM:** [pdf.invoice.hqm.2811.831@ericsson.com](mailto:pdf.invoice.hqm.2811.831@ericsson.com)

Vendors can directly submit/enquire their invoices/PO at **Taulia portal:**

[https://login.eu.taulia.com/login/78bdb2a6-5487-40ba-b33f-3a38a34c9ca4?utm\\_medium=internal\\_sso&utm\\_campaign=78bdb2a6-5487-40ba-b33f-3a38a34c9ca4](https://login.eu.taulia.com/login/78bdb2a6-5487-40ba-b33f-3a38a34c9ca4?utm_medium=internal_sso&utm_campaign=78bdb2a6-5487-40ba-b33f-3a38a34c9ca4)

In case of technical issues with portal, they can raise the issue to Support team of Taulia-

[https://support.taulia.com/pkb\\_contact?b=&l=en\\_US](https://support.taulia.com/pkb_contact?b=&l=en_US)

**For paper invoices:**

Attn: Accounts Payable Department

Ericsson (Malaysia) Sdn Bhd (9093-K)  
Level 22 & 23, The Pinnacle  
Persiaran Lagoon, Bandar Sunway  
46150 Petaling Jaya, Selangor Darul Ehsan,  
Malaysia

**Invoicing Address** (Company name the invoice is being issued to and address that will be written on the invoice)

**For ECM:** Attn: Accounts Payable – SSO Manila

Ericsson (Malaysia) Sdn Bhd (9093-K)  
Ericsson Resource and Competence Centre Sdn Bhd (877527-X)  
Level 22 & 23, The Pinnacle  
Persiaran Lagoon, Bandar Sunway  
46150 Petaling Jaya, Selangor Darul Ehsan,  
Malaysia  
General Line:: +60 3 5624 6000 ;General Fax: +60 3 5624 6009

**For HQM:** Attn: Accounts Payable – SSO Manila

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